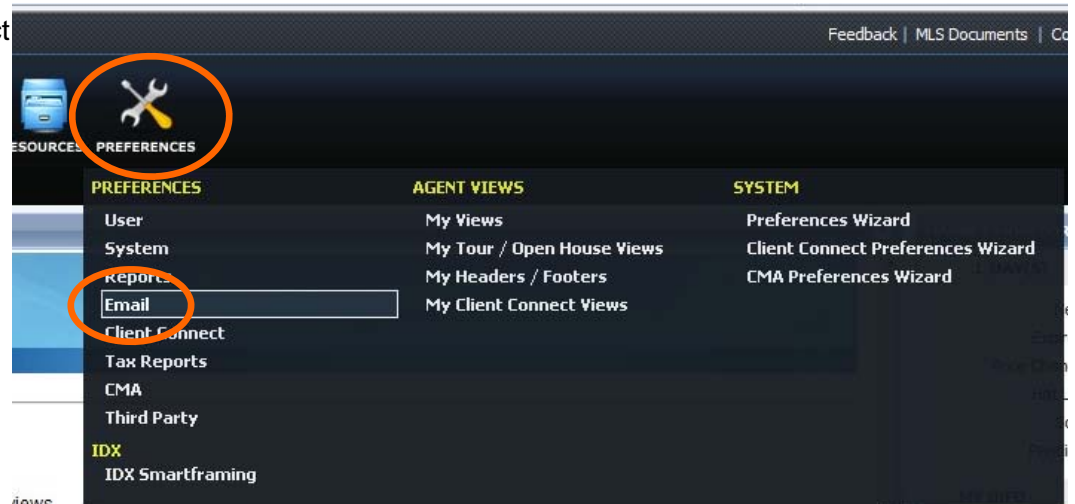


How To Modify Your Paragon E-Card

The Paragon e-card is the equivalent to the signature block used in Microsoft Outlook. The information in the Paragon e-card is not dynamic, meaning as you change information in your agent record, the e-card will not automatically update. Therefore it is important to know how to update your e-card so you are sending the most current information in your e-mails from Paragon.

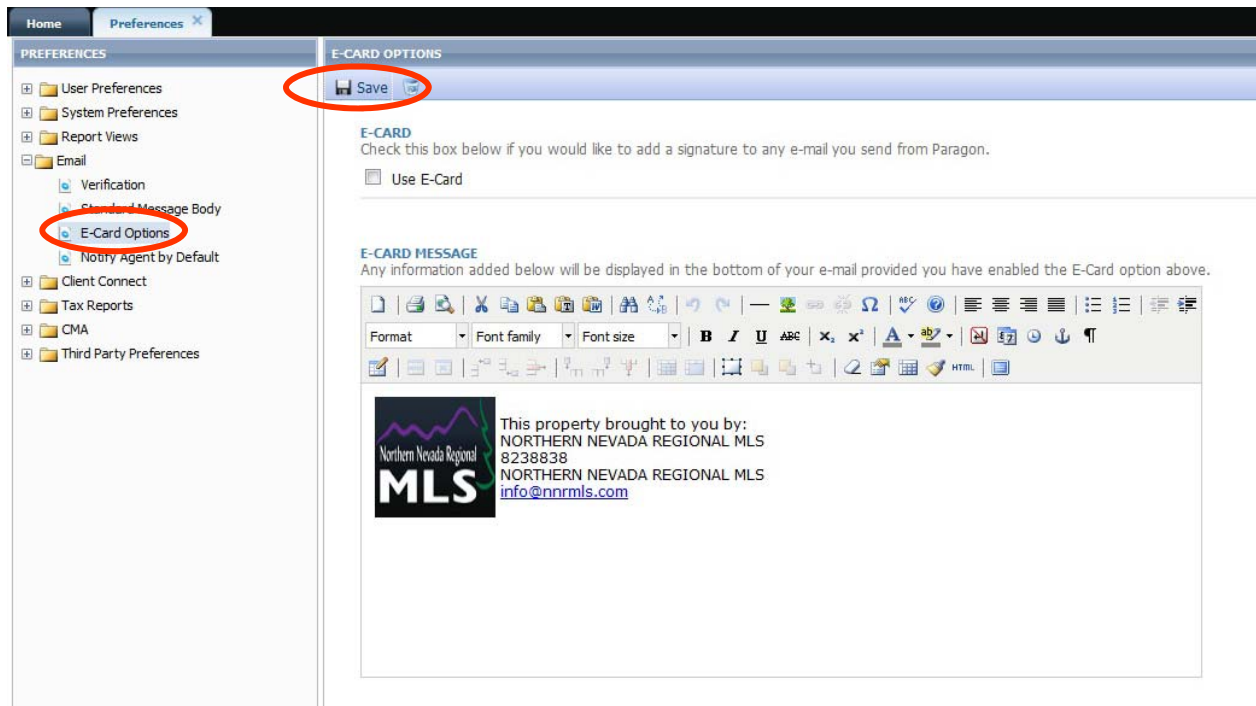
To modify your e-card, Select **Email** from the **Preferences** menu in Paragon.



Click on the **E-Card Options** under the E-mail category of the sidebar of your user preferences.

Using the Rich Text Editor, make any necessary changes to your e-card. Please keep in mind, to be CAN-SPAM compliant you must include your name, office name, a physical address, phone number, and e-mail address.

Don't forget to **Save** your changes.



Hint—To make web addresses and e-mail addresses appear as hyperlinks, press the space bar after typing your web address or e-mail address.